

DEPARTMENT OF PERSONNEL

Records Retention Schedules

This listing is designed to specify the records retention schedule and the item(s) of General Retention Schedule 690-1 that are applicable to the records of each division of the Department of Personnel. For instance, the records of the Office of the Secretary, Deputy Secretary, are covered by Schedule No. 690-11, in addition to Items 1 and 3 of Schedule 690-1, All Divisions (General Schedule).

| Division | Schedule Number | Schedule 690-1 | | |
|---|-----------------|----------------|--------|--------|
| | | Item 1 | Item 2 | Item 3 |
| All Division and Funds (General Schedule) | 690-1 | | | |
| Administrative | 690-2 | | X | X |
| Salary Administration and Position Classification | 690-3 | | | X |
| Data Processing | 690-4 | | | X |
| Employer-Employee Relations | 690-5 | | | X |
| Equal Employment Opportunity | 690-6 | | | X |
| Examination and Recruitment | 690-7 | | | X |
| Fiscal Management (Only in General Schedule) | 690-1 | | X | X |
| Legal (General Counsel) | 690-8 | | | X |
| Investment (Included in State Retirement System) | 690-10 | X | X | X |
| Public Information (Only in General Schedule) | 690-1 | | | X |
| Office of the Secretary, Asst. Secretary (Research and Planning) | 690-9 | | | X |
| State Retirement System | 690-10 | X | X | X |
| Office of the Secretary, Deputy Secretary | 690-11 | X | | X |
| Social Security | 690-12 | X | X | X |
| State Accident Fund | 690-13 | X | X | X |
| Training | 690-14 | | X | X |

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE
NO. 1 of 3

[illegible]

Schedule approved by Department, Agency or Division Representative

Alt. A. Khor
Signature

Dep. Secy
Title

13 Apr 77

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/1/77
Date

Edw. de Gopenfre
Archivist

Date _____

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 690-1

PAGE
NO. 2 of 3

| Item No. | Description | Retention |
|-------------|---|---|
| | <p>Financial Statements Actuarial Technical Information and Forms Journals</p> <p>c. Purchasing Records:</p> <p>Purchase Orders Requisitions for Supplies Special Payments - Payments for Contractual Services Notice of Award of Contract Delivery Receipts Copy of Contract Award Requisition for Supplies Credit Memorandum Report of Partial Delivery</p> <p>d. Budget and Fiscal Planning Records:</p> <p>Budget Schedule Amendment Report of Fixed Assets Report of Material and Supplies Materials and Supplies Physical - Inventory Budget Estimates Budget Analysis Accumulated Monthly Expenditures and Appropriation Balances Budget Information Request for Position Action</p> <p>e. Payroll Accounting Records:</p> <p>Payroll and Check Register E.T.R. Payroll Exceptions - Time Reports</p> <p>f. Miscellaneous Accounting Records:</p> <p>Payroll Listings Paid Bills and Invoices Daily Deposits - Cash Receipts Claim Ledgers Unpaid Audit Billings Quarterly Work Papers Accounting Workpaper and Statements Quarterly Mileage Report - Privately Owned Vehicles Monthly Mileage Report for State Owned Vehicles</p> | <p>Retain in office for three (3) years and until all audit re- quirements have been met, then destroy.</p> <p>Retain in office for three (3) years and until all audit re- quirements have been met, then destroy.</p> <p>Retain in office for three (3) years and until all audit re- quirements have been met, then destroy.</p> <p>Retain in office for three (3) years and until all audit re- quirements have been met, then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE

NO. 690-1

PAGE
NO. 3 of 3

| Item No. | Description | Retention |
|-------------|--|---|
| | <p>Miscellaneous Year End Closing Reports Delivery Order and Receipt Vouchers Journal Vouchers Billings Adjustment Records</p> | |
| 3 | <p><u>General Administrative Correspondence</u></p> <p>Letters, reports, memoranda, telegrams, and miscellaneous materials which reflect the routine operations of the Divisions or Funds.</p> | <p>Retain in office for three (3) years and until audited, then send to the Archives all documentation on official policies and organizational status of the Office of the Secretary and each Fund and/or Division. Destroy the rest.</p> |